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4. Responsible for ordering and being accountable for all books, periodicals and intelligence data required by NEA Division (Headquarters and Field).
 - a. Monitors and prepares requests for books, periodicals and intelligence data to proper units in accordance with current procedures and regulations.
 - b. Maintains a record of all Library and RCM/OIS requests from NEA Division.
 - c. Maintains a follow-up system for timely delivery of all such requests.
 - d. Ensures that loan documents and books from CIA Library are returned.
5. Responsible for all Reproduction requirements of NEA Division.
 - a. Receives, monitors and prepares requirements for forwarding to the pertinent unit.
 - b. Maintains a log of all reproduction services requested for NEA Division.
 - c. Maintains a follow-up system for timely delivery of these requirements and the expeditious handling and delivery of finished product.
6. Responsible for necessary liaison within the Division and out of the Division in connection with assigned duties.
7. Responsible for such other duties as may be assigned by the Chief, Logistics Section.

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